

Priority Registration Form

Honorably discharged veterans have been granted priority registration by Penn State's Faculty Senate. In this case, priority registration really means early registration. Veterans may schedule classes ahead of students without priority registration based on the timeline set by each campus, but once general registration begins you will compete for class spaces along with all other students allowed to register at that time. Check with your campus registrar to determine which date is applicable to you: http://www.registrar.psu.edu/contact/campus_registrar_contacts.cfm

In order to exercise this benefit, **a copy of your DD 214 with the Member 4 copy** (i.e., indicating character of discharge) must be sent to the Office of Veterans Programs at University Park by one of the following methods:

Regular mail: Office of Veterans Programs, 325 Boucke Building, University Park, PA 16802

Fax: 814-865-3815 (**THE MOST SECURE WAY TO SEND YOUR DD 214**)

Email attach: ovp@psu.edu

Once your DD 214 is received an entry will be made in the University's student information system that will notify the registrar to allow you to access priority registration.

The DD 214 must reflect an honorable discharge and identify a period of active duty **OTHER THAN SOLELY FOR TRAINING**. In other words, reservists must have participated in a deployment. Active duty service members who have completed their initial obligated service should send a letter from their command stating that they have completed their initial obligated service along with the dates of service.

Please fill in the following information and send along with your documents so that we can match your DD 214 to your student record. You will receive an email from us once we have entered you into the system. We are requesting a reliable phone number so we can call you if we have any questions about the document. If you need to reach us you can call 814-863-0465, M-F, 8:30am – 4:00pm EDT and ask to speak with a staff member handling priority registration.

Name: _____

Penn State Student ID: _____

Email: _____

Phone number: _____

Campus: _____